

## Appendix F

### Tourism **Return-to-Work** program timeline:

- January 2022: An online screening tool, created internally by ESD, will be in place at the beginning of January 2022. Potential applicants will be able to review the eligibility criteria and enter real information that will determine, based on the initial unverified information provided, whether an applicant will be eligible for the program.
- February 2022: An online application portal, created internally by ESD, will be in place in early February 2022 for applicants to complete and submit an application, including the submission of required documentation.
- March 2022: The outside contractor selected will begin to review completed applications, and respond to applicants to confirm, or deny, eligibility for the program, or seek additional information if needed. It is anticipated that responses will go out to applicants within 5 days of receiving a complete application. If further review is needed to determine the eligibility of an application, the outside contractor will coordinate with ESD to make a decision.
- March 2022: The outside contractor will begin to scope out the requirements for a payment processing platform to be built that has the capability of receiving data from the ESD application portal disbursing grants to applicants.
- August 2022: Final employment data to determine the grant amounts based on job growth will be submitted.
- August 2022 – September 2022: Final review of all documentation. September 2022: Award amounts are determined and award letters sent to applicants. Payment processing platform is completed.
- October 2022: Disbursements are made using platform built by the outside contractor.

Tourism **Meet In New York** program timeline:

- January 2022: An online screening tool, created internally by ESD, will be in place at the beginning of January 2022. Potential applicants will be able to review the eligibility criteria and enter real information that will determine, based on the initial unverified information provided, whether an applicant will be eligible for the program.
- February 2022: An online application portal, created internally by ESD, will be in place in early February 2022 for applicants to complete and submit an application, including the submission of required documentation.
- February 2022: The outside contractor selected will begin to review completed applications, and respond to applicants to confirm, or deny, eligibility for the program, or seek additional information if needed. It is anticipated that responses will go out to applicants within 5 days of receiving a complete application.
- March 2022: The outside contractor will begin to scope out the requirements for a payment processing platform to be built that has the capability of receiving data from the ESD application platform and disbursing grants to applicants.
- February 2022- December 31, 2022: The outside contractor selected will review and verify program applications. It is anticipated that letters determining what applicant will likely be eligible for will be sent to applicants as the applications are approved. It is anticipated that responses will go out to applicants within 5 days of a completed application.
- January 5, 2023- The outside contractor selected will review and verify final applications received through December 31, 2022 and send any remaining award letters at this time. It is anticipated that responses will go out to applicants within 5 days of a completed application.
- February 2023 – Payment processing platform is completed.
- March 2022- June 2025 (end Q2)- The outside contractor selected will review and approve final documentation for reimbursements and once verified/complete disbursements will be made to grantees. Additionally, the outside vendor will create and share final reports for the overall program.